

# North Carolina Army

## **NATIONAL GUARD**

**Warrant Officer Corps  
The Technical Warfighter Since 1918**



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## **WARRANT OFFICER APPLICATION GUIDE**

## Definition of a Warrant Officer

**“The Army Warrant Officer is a self-aware and adaptive technical expert, combat leader, trainer, and advisor. Through progressive levels of expertise in assignments, training, and education, the Warrant Officer commands, administers, manages, maintains, operates, and integrates Army personnel, systems and equipment across the full spectrum of Army operations. Warrant Officers are innovative integrators of emerging technologies, dynamic teachers, confident warfighters, and developers of specialized teams of soldiers. They support a wide range of Army missions throughout their career. Warrant officers in the Army are accessed with specific levels of technical ability. They refine their technical expertise and develop their leadership and management skills through tiered progressive assignment and education.”**

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1. Purpose: This guide is designed to provide the necessary information and assistance for the application of qualified individuals into the ARNG Warrant Officer Corps.

2. Applicant Sources:

- a. Enlisted Soldiers (RA, ARNG, USAR, and other uniformed services)
- b. Former Warrant Officers or Commissioned Officers
- c. Warrant or Commissioned Officers of other uniformed services

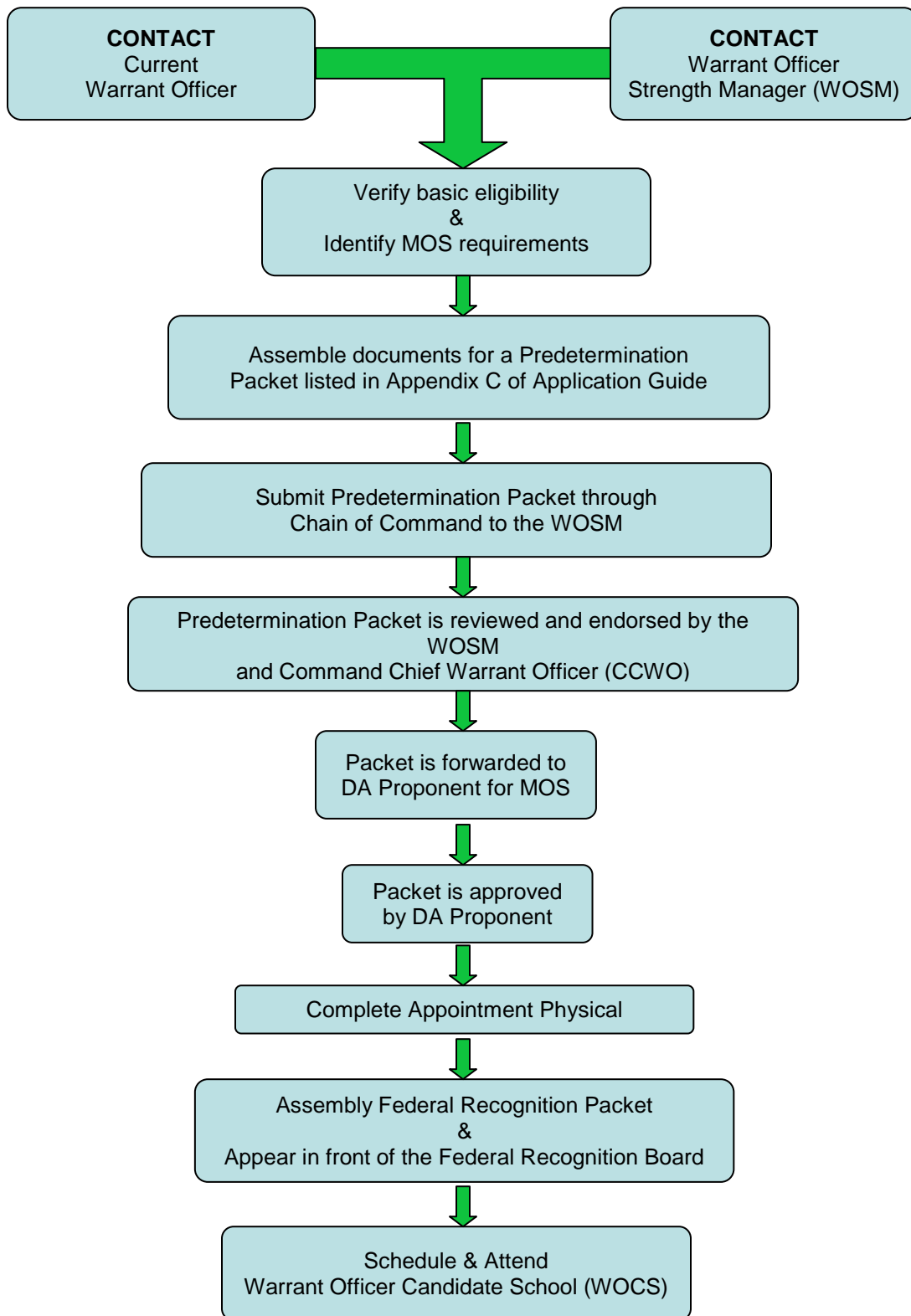
3. Accession Options:

- a. Warrant Officer Candidate School Enlistment Option (PS). This is an enlistment option available to prior service applicants who meet the criteria outlined in the current ARNG FY Enlistment Criteria Memorandum, Section IV, chapters 3-9 through 3-12.
- b. Direct appointment of former Officers and Warrant Officers
- c. Appointment of current enlisted Soldiers.

4. Bonus Options:

- a. Accession Bonus. \$10,000 available for all new Warrant Officer accessions that qualify. Review the current FY Selected Reserve Incentive Program (SRIP) for eligibility criteria and procedures. For verification of eligibility and bonus control numbers, contact the SRIP Manager.
- b. (3) Affiliation Bonus. \$10,000 available for all Prior Service Warrant Officers, who qualify, that join the National Guard. Review the current FY Selected Reserve Incentive Program (SRIP) for eligibility criteria and procedures. For verification of eligibility and bonus control numbers, contact the SRIP Manager.

## Warrant Officer Appointment Process



## SECTION I

### MINIMUM ELIGIBILITY REQUIREMENTS

- 1. AGE:** For technical specialties, applicants must be at least 18 and have not attained age 46 on the date of initial appointment. Applicants for rated aviator positions must have an approved flight application prior to age 33.
- 2. CITIZENSHIP:** Must be a U.S. citizen by birth or naturalization.
- 3. MENTAL APTITUDE:** **Score 110 or higher on the GT aptitude test. For rated aviation specialties, applicants must take the Flight Aptitude Selection Test (FAST). Minimum passing score is 90.** Testing should be coordinated through the State Aviation Office or nearest Army Aviation Support Facility (AASF).
- 4. EDUCATION:** High School Graduate or pass the General Education Development (GED) test at the high school level.
- 5. SECURITY CLEARANCE:** A valid final secret security clearance is required prior to entry into WOCS. Some specialties require a higher than secret level (reference DA Pamphlet 611-21).
- 6. PHYSICAL:** Must meet appointment physical standards in accordance with Chapter 2, AR 40-501 and height and weight standards of AR 600-9. See DA Pamphlet 611-21 for additional physical requirements for individual MOSs. In addition, applicants must be able to pass a standard APFT without any alternate events when reporting to WOCS.
- 7. LEADERSHIP:** Must possess outstanding leadership traits documented on NCOER or performance evaluations.
- 8. PAY GRADE:** With the exception of Aviation Candidates, the minimum required for most specialties is SGT (E-5) or have attained the grade established by DA MOS proponents. Applicants below the grade of SGT must be administratively appointed to pay grade E-5 by parent unit upon entering WOCS in accordance with NGR 600-101, paragraph 2-11c. Former commissioned and warrant officers are eligible for appointment without attending WOCS but must complete the predetermination process to be approved for entry into a warrant officer career.
- 9. SPECIFIC MOS REQUIREMENTS:** Must meet specific MOS requirements posted on [www.usarec.army.mil/hq/warrant](http://www.usarec.army.mil/hq/warrant) or also see [www.1800goguard.com](http://www.1800goguard.com) for the latest changes. Former commissioned or warrant officers may also be considered based on their prior service qualifications both as enlisted soldiers and as officers.

## SECTION II SELECTION PROCESS

### 1. INITIAL ENTRY ROTARY WING (IERW) POSITIONS:

a. The State Aviation Officer (SAO) is the approval authority for entry into the WOFT program. Soldiers will work through their unit of assignment to complete a flight packet. It is the ultimate responsibility of each individual applicant to compile the information for their “flight school packet” (as listed in this guide). Follow the workflow in the figure below to complete a flight packet. Item number 10 on the Pre-Determination Checklist on page C-1 are not required for flight applicants. Applicants for Warrant Officer Flight Training (WOFT) are required to meet the same requirements as all other Warrant Officers, with the follow exceptions:

(1) Be a current ARNG member in good standing. Warrant Officer Flight Training (WOFT) enlistment/re-enlistment option is not authorized in the ARNG.

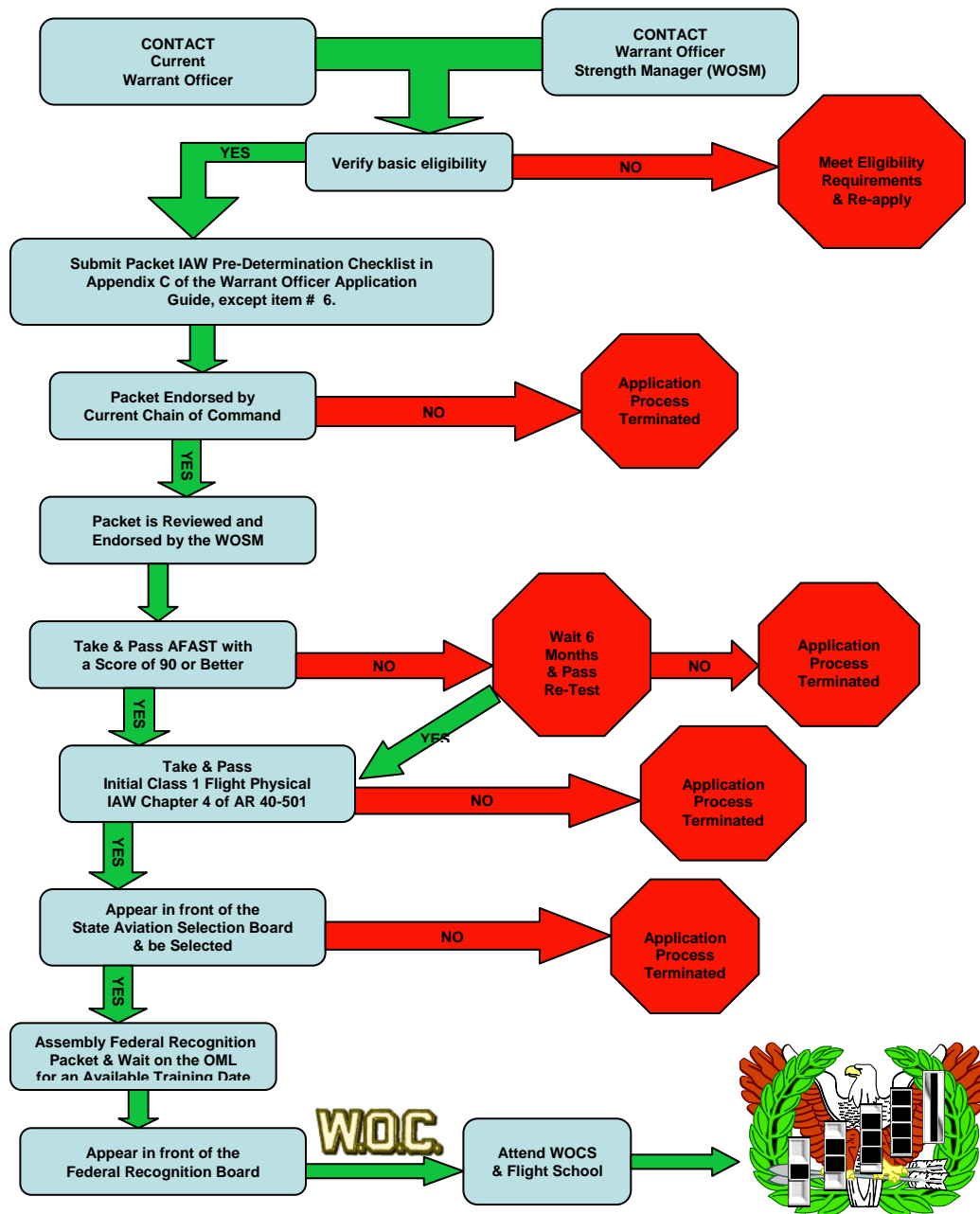
(2) **The Soldier’s GT score must be verified (minimum of 110) prior to scheduling of the Alternate Flight Aptitude Selection Test (AFAST). A minimum score of 90 on the AFAST, IAW AR 611-5.** See the Education Services Officer (ESO) for coordination of test administration.

(3) Instead of a Chapter 2 (AR 40-501) physical, a Chapter 4 physical is required. Flight Physicals are preformed monthly by the State Flight Surgeon at the VA hospital in Salisbury. Scheduling for the Flight Physical is done through the State Aviation and Safety Office. Completing the AFAST is required before scheduling of the Flight Physical.

b. Upon meeting all mental and physical requirements and successfully completing all required interviews, the applicant is then placed on a standing flight school order of merit list (OML). Regardless of the individual’s standing on the OML, he or she should be prepared to attend training with short notice. This will allow the person to jump ahead of peers and earn their “wings” much sooner. After OML placement, a mentor should be appointed to prepare the candidate for both WOCS and IERW.

c. To maintain your flight status you will have the same requirements as an active duty aviator. This means spending a tremendous amount of compensated time above and beyond 2 days a month and 2 weeks a year. You will have semi-annual and annual flying-hour requirements. You will have tests and flight evaluations. You will have additional duties outside of flying. You will have the opportunity to attend many follow-on courses. This mentions a few of the many requirements; do you have the desire and drive to be “Above the Best”?

# Flight Warrant Officer Application Process





## **2. TECHNICAL WARRANT OFFICER POSITIONS:**

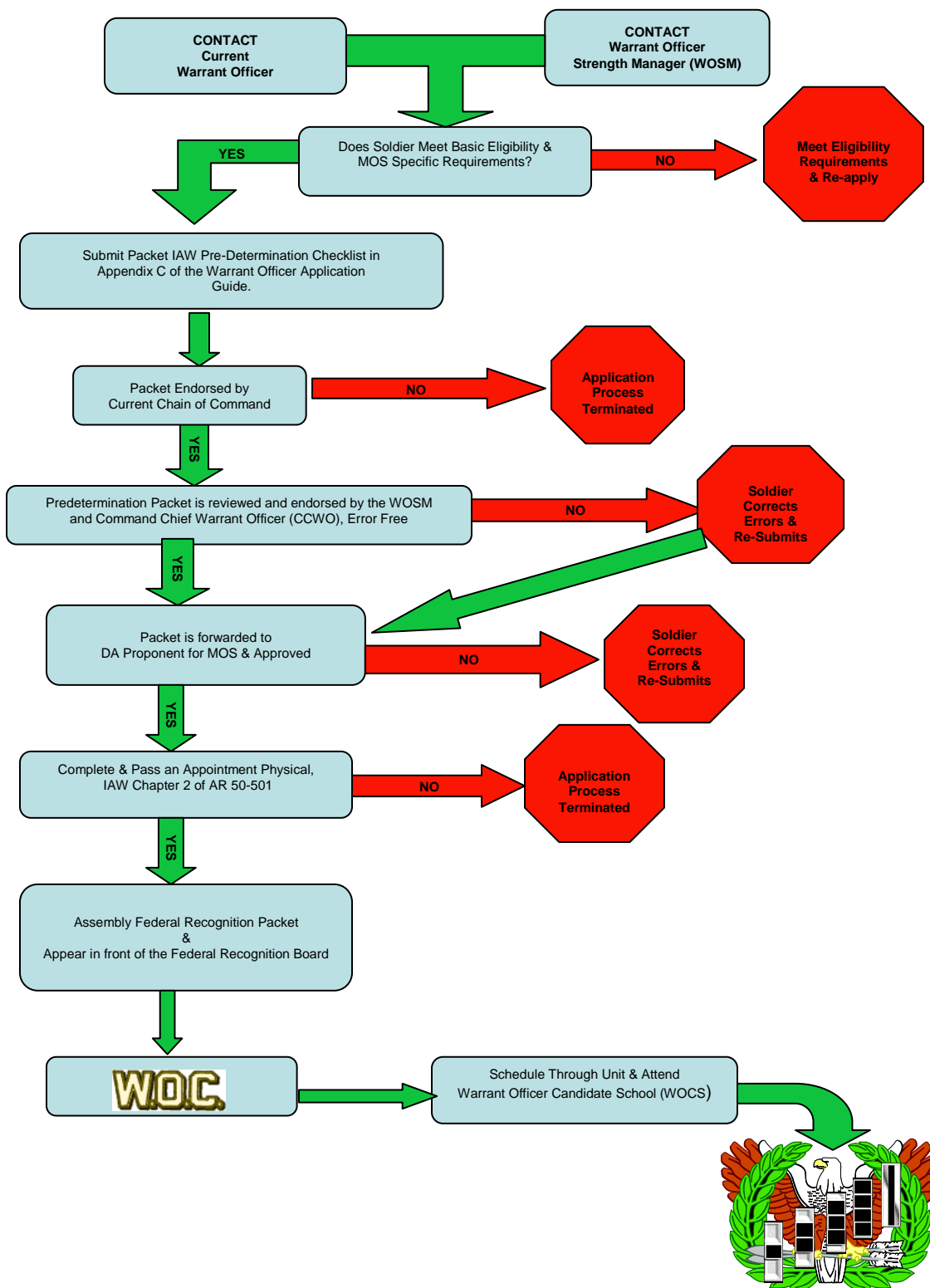
a. To become a Warrant Officer, a soldier must be able to fill an existing or projected unit MOS vacancy, in accordance with the current ARNG Overstrength Policy. This step is the same for an enlisted soldier, former warrant officer, or commissioned officer. This MOS must be one for which the enlisted soldier has an awarded PMOS or SMOS listed as a feeder MOS (see [www.usarec.army.mil/hq/warrant](http://www.usarec.army.mil/hq/warrant)). If there are no vacancies in the current unit of assignment, qualified soldiers are encouraged to apply for appointment in another unit where vacancies exist, or are projected to occur. Former warrant officers should apply for a MOS they were previously qualified in. Commissioned officers may apply for the MOS they have the best qualifications for, using both commissioned and former enlisted service.

b. Unit Commanders must conduct interviews with the applicants, unit review boards will not be used to determine the best qualified applicants. Questions regarding an applicants qualifications will be directed to the Warrant Officer Strength Manager or the Command Chief Warrant Officer. The individual selected must have demonstrated the ability to understand, convey, and execute orders while serving as a trainer, teacher, counselor, and team leader. The ability to continue to think and make good decisions under pressure is of particular importance. For the sake of the service and the individual, selection should not be just a reward for service in the unit, it should be a careful, well thought out decision. If all requirements are met, the commander should speak with the candidate about their desire to seek an appointment as a Warrant Officer. If the commander is satisfied that the candidate meets or will meet the requirements and has the potential to become a Warrant Officer, the commander will submit a memorandum of recommendation for predetermination through the chain of command through the Battalion Commander to the JFHQ- Command Chief Warrant Officer. The unit is responsible for ensuring the candidate has all the required uniforms and equipment as given in the current enrollment guideline WOCS Packing List prescribed by WOCC at Fort Rucker, AL.

c. It is the Candidate's primary responsibility to indicate their aspirations to apply for predetermination and attend WOCS, and to provide any documentation needed in a timely manner to the unit to aid in the predetermination process. It is also the candidate's responsibility to maintain the mental and physical requirements necessary to be successful at WOCS. WOCS is a mentally and physically demanding course which, if completed successfully, may result in a long and rewarding career as a Warrant Officer in the North Carolina Army National Guard. By completing as much of the packet as possible early on and meeting all the necessary requirements to attend, the soldier will be better able to attend WOCS and focus on what will be some of the best training in their career.

d. Candidates are encouraged to find a Warrant Officer at their unit who is assigned to mentor them throughout their training. Warrant Officers at each unit have been through similar training and have the experience and knowledge to give guidance if it is requested.

# Technical Warrant Officer Application Process



## **SECTION III**

### **MOS PREDETERMINATION**

**1. REQUEST:** The first step in the qualification process is the requirement to request approval from the DA MOS proponent for entry into the career field. The process called predetermination is used to qualify all members, whether enlisted, warrant, or commissioned, to serve in a specific Warrant Officer MOS. DA MOS Proponency requirements are listed under WO programs at [www.usarec.army.mil/hq/warrant](http://www.usarec.army.mil/hq/warrant) and [www.nationalguard.com](http://www.nationalguard.com). This request must be prepared and forwarded through command channels to your state headquarters, using the checklist located on page [C-1](#) of this guide. Contact the Officer Personnel Manager for state specific guidelines.

**2. REVIEWS:** Once received by The Adjutant General (TAG), it is reviewed and forwarded through the National Guard Bureau (NGB) to the installation where the DA MOS manager is located. If disapproved, it will be returned through command channels to the requestor for additional documentation. If approved, it will be forwarded from the DA MOS proponent through command channels to the state headquarters. *This process takes between 60 and 120 days, depending on the DA MOS proponent.*

**3. DISPOSITION:** Approved predetermination packets will be transmitted through command channels to the requesting unit for preparation of the warrant officer candidate appointment application packet.

## **SECTION IV**

### **WARRANT OFFICER CANDIDATE APPOINTMENT SCREENING AND WOCS ATTENDANCE**

**1. WARRANT OFFICER CANDIDATE APPOINTMENT SCREENING:** Upon notification of favorable predetermination, the applicant must complete an appointment application for consideration by the Federal Recognition Board held at the state headquarters. The Senior Regular Army Advisor conducts the board with selected commissioned officers. The board determines applicant eligibility for attendance at the Warrant Officer Candidate School (WOCS) and warrant officer appointment. The warrant officer candidate appointment application should include the following items:

- a. The approved predetermination package.
- b. NGB Form 62E, Application for Federal Recognition as an Army National Guard Officer or Warrant Officer and Appointment. The 1<sup>st</sup> endorser should be the commander of the unit originally completing the recommendation in Appendix F, with the 2<sup>nd</sup> endorser the next higher commander.
- c. Birth certificate.
- d. Statement in lieu of security clearance. The applicant must have a secret security clearance or interim secret clearance. A final or interim secret clearance is required for appointment, unless the MOS proponent specifies a higher clearance for MOSQ.

e. Copy of a complete physical IAW Chapter 2, AR 40-501, conducted within two years of appointment as a warrant officer. Flight physicals require Fort Rucker, Alabama Flight Surgeon approval.

f. Copy of High School Diploma or equivalent, or college transcript.

g. Approved predetermination packet from the appropriate DA MOS proponent.

h. DD Form 214, DD Form 220, or similar documents for prior service.

i. Copy of Social Security Card.

j. Statement of understanding if unable to complete 20 years of qualifying service for retirement.

l. DA Form 705, APFT, within the last 12 months.

k. Written statement from technicians on compatibility, TPR 300, if applicable.

m. Aeronautical aviation orders, if applicable.

n. Statement of military service obligation IAW AR 135-91, if applicable.

o. Conditional release from another component or state transfer order.

**2. FEDERAL RECOGNITION BOARD REVIEW:** The application packet must be endorsed by the unit commander and forwarded through channels to the Officer Personnel Manager (OPM) at the state headquarters. Once the packet has been reviewed, it will be forwarded to the Federal Recognition Board for appropriate action.

**3. FEDERAL RECOGNITION BOARD RECOMMENDATION:** The board determines if the individual possesses the necessary attributes for appointment as a warrant officer. If the board finds the applicant qualified, an order appointing him/her as a Warrant Officer Candidate (WOC) is issued and a primary MOS of 09W00 is awarded. If the board does not find the applicant qualified, the application will be returned with any additional requirements noted. Packets may then be resubmitted for consideration once requirements have been met.

**4. WOCS APPLICATION:** After appointment as a WOC, the unit/command will request a class quota in the Warrant Officer Candidate School (WOCS) at Ft. Rucker, Alabama, via ATRRS. Each command should then ensure that a mentor, preferably a recent WOCS graduate, helps prepare the candidate. A Pre-WOCS course is offered in Alabama and Pennsylvania and may be attended at home state expense.

**5. WOCS ATTENDANCE:** Currently, there are two options for the completion of WOCS.

- **Reserve Component** \*\*E-5 and above with PLDC or WLC only\*\*
  - Phase 1
    - 69 hours Distance Learning at home
    - Prerequisite: Approved Predetermination Packet
  - Phase 2
    - 5 MUTA 4 IDTs at State Military Academy
    - TAC Officers will be Warrant Officers
    - Consolidated (multi state) IDT sessions allowed
    - WOCS will be separate from OCS (Billeting, classrooms, meal times)
  - Phase 3
    - 15 day Annual Training at a regional site
- **Active Component** Fort Rucker, AL
  - Phase 1
    - 69 hours Distance Learning for E-5 and above with PLDC or WLC
    - 2 weeks, 2 days Resident for E-5 and below without PLDC or WLC
  - Phase 2 – 5 weeks Resident

**6. FORMER WARRANT OFFICERS AND COMMISSIONED OFFICERS:** Applicants in this category must complete a packet using the Predetermination Checklist for the Warrant Officer Program, which may be found on page [C-2](#) of this guide. Former warrant officers and commissioned officers, once their approved predetermination is received, must prepare an application for appointment IAW NGR 600-101, and send it through command channels to the Officer Personnel Manager (OPM).

## **SECTION V**

### **WARRANT OFFICER BASIC COURSE**

The final event of becoming a fully qualified warrant officer is completion of WOBC or IERW for aviators. WOBC must be successfully completed within two years of appointment as a Warrant Officer. This may be extended by the National Guard Bureau on a case by case basis for one additional year when extenuating circumstances exist beyond an individual's control.

a. The Warrant Officer Basic Course trains and certifies newly appointed warrant officers to be technically qualified to perform in the assigned MOS. There are three methods for completion of WOBC:

(1) Active Component (AC) courses. The AC courses vary from 5 to 40 weeks.

(2) Reserve Component (RC) Courses. The RC courses are normally shorter than AC versions to accommodate reserve components. Most RC courses are shorter resident phases, which also include non-resident phases.

(3) Some proponent schools allow “testing out” as an alternate means of certifying technical proficiency. Testing out means that the proponent prepares a test covering the required tasks for certification and applicants must pass the entire test to be certified as technically proficient. Testing out is limited to those applicants with an extensive background or education in the MOS.

b. Attendance at the AC or RC version of WOBC is based on the proponent’s determination or other regulatory guidance. If a MOS proponent specifies that the applicant must attend the AC course then the individual must do so in order to be MOS certified.

## **SECTION VI**

### **North Carolina point of contact:**

CW2 Stephen Johnson  
(Warrant Officer Strength Manager)  
919-664-6213  
[Stephen.Johnson2@us.army.mil](mailto:Stephen.Johnson2@us.army.mil)

## APPENDIX A - WO MOS Chart

All WO MOSs require that the applicant have experience in the enlisted feeder MOS, with the exception of 153A. Go to the websites [www.1800goguard.com](http://www.1800goguard.com) or [www.usarec.army.mil/hq/warrant](http://www.usarec.army.mil/hq/warrant) or contact the Officer Strength Manager (OSM) in the Recruiting and Retention Office. Please remember that you must meet the MINIMUM prerequisites for the WARRANT OFFICER MOS for which you will apply, or you must request a prerequisite waiver. Waivers are not needed for preferred qualifications.

| <b>WOMOS</b>                  | <b>Warrant Officer Title</b>   | <b>Enlisted Feeder MOS</b>  |
|-------------------------------|--|---|
| <a href="#"><u>131A *</u></a> | <a href="#"><u>Field Artillery Targeting Technician</u></a>  | <a href="#"><u>11C, 13B, C, D, E, F, M, P, R, S, W</u></a>  |
| <a href="#"><u>140A</u></a>   | <a href="#"><u>Command and Control Systems Technician</u></a>  | <a href="#"><u>14E, J, R, S, T; 25B, F; 33W (35W), or 35Y, 94A, D, E, F, R or S</u></a>               |
| <a href="#"><u>140E</u></a>   | <a href="#"><u>Air and Missile Defense (AMD) Tactician/Technician (Patriot Systems Technician)</u></a>   | <a href="#"><u>14E, J, R, S, T; 25P, S or U, 27E, M, T, X, 35E, F, R, 94A, D, E, F, M, R or S</u></a> |
| <a href="#"><u>150A</u></a>   | <a href="#"><u>Air Traffic Control Technician</u></a>  | <a href="#"><u>15Q</u></a>  |
| <a href="#"><u>150U</u></a>   | <a href="#"><u>Tactical Unmanned Aerial Vehicle (TUAV) Operations Technician (still classified at 350K until official transfer to Aviation Branch)</u></a> | <a href="#"><u>15 Series CMF, 35K and any MOS with Documented UAV experience</u></a>                  |
| <a href="#"><u>151A</u></a>   | <a href="#"><u>Aviation Maintenance Technician</u></a>   | <a href="#"><u>All CMF 15 MOS (Excluding 15P &amp; 15 Q)</u></a>                                      |
| <a href="#"><u>153A</u></a>   | <a href="#"><u>Rotary Wing Aviator</u></a>   | <a href="#"><u>All MOSs</u></a>   |
| <a href="#"><u>180A</u></a>   | <a href="#"><u>Special Forces Warrant Officer.</u></a>   | <a href="#"><u>All CMF 18 MOS</u></a>   |
| <a href="#"><u>210A</u></a>   | <a href="#"><u>Utilities Operation and Maintenance Technician</u></a>  | <a href="#"><u>21K, H, P, R, T, W</u></a>   |
| <a href="#"><u>250N</u></a>   | <a href="#"><u>Network Management Technician</u></a>   | <a href="#"><u>All MOSs</u></a>   |
| <a href="#"><u>251A</u></a>   | <a href="#"><u>Information Systems Technician</u></a>  | <a href="#"><u>All MOSs</u></a>   |
| <a href="#"><u>254A</u></a>   | <a href="#"><u>Signal Systems Support Technician</u></a>   | <a href="#"><u>All MOSs</u></a>   |
| <a href="#"><u>311A</u></a>   | <a href="#"><u>CID Special Agent</u></a>   | <a href="#"><u>31D</u></a>  |
| <a href="#"><u>350F</u></a>   | <a href="#"><u>All Source Intelligence Technician</u></a>  | <a href="#"><u>35F &amp; 35N</u></a>  |
| <a href="#"><u>350G</u></a>   | <a href="#"><u>Imagery Intelligence Technician</u></a>   | <a href="#"><u>35G, H</u></a>   |
| <a href="#"><u>350K</u></a>   | <a href="#"><u>Tactical Unmanned Aerial Vehicle Operations</u></a>   | <a href="#"><u>35K; CMF 15 and any other MOS that has documented UAV experience</u></a>               |
| <a href="#"><u>351L</u></a>   | <a href="#"><u>Counterintelligence Technician</u></a>  | <a href="#"><u>35L &amp; All MOS that meet minimum prerequisites for Non-Feeder</u></a>               |
| <a href="#"><u>351M</u></a>   | <a href="#"><u>Human Intelligence Collection Technician</u></a>  | <a href="#"><u>35M &amp; All MOS that meet minimum prerequisites for Non-Feeder</u></a>               |
| <a href="#"><u>353T</u></a>   | <a href="#"><u>Intelligence and Electronic Warfare Technician</u></a>  | <a href="#"><u>35T</u></a>  |
| <a href="#"><u>420A</u></a>   | <a href="#"><u>Human Resources Technician</u></a>  | <a href="#"><u>42A/42F</u></a>  |
| <a href="#"><u>882A</u></a>   | <a href="#"><u>Mobility Officer</u></a>  | <a href="#"><u>ALL MOS's</u></a>  |
| <a href="#"><u>890A</u></a>   | <a href="#"><u>Ammunition Technician</u></a>   | <a href="#"><u>89B, 89D</u></a>   |
| <a href="#"><u>913A</u></a>   | <a href="#"><u>Armament Systems Maintenance Warrant Officer</u></a>  | <a href="#"><u>45B, 45G, and 45K</u></a>  |
| <a href="#"><u>914A</u></a>   | <a href="#"><u>Allied Trades Warrant Officer</u></a>   | <a href="#"><u>44B and E</u></a>  |
| <a href="#"><u>915A</u></a>   | <a href="#"><u>Automotive Maintenance Warrant Officer</u></a>  | <a href="#"><u>52D, 62B, 63A, B, D, E, H, M, S, T, W, X, and Y</u></a>                                |
| <a href="#"><u>919A</u></a>   | <a href="#"><u>Engineer Equipment Maintenance Warrant Officer</u></a>  | <a href="#"><u>52D and X; 62B, 63B</u></a>  |
| <a href="#"><u>920A</u></a>   | <a href="#"><u>Property Accounting Technician</u></a>  | <a href="#"><u>92Y, 68J</u></a>   |
| <a href="#"><u>920B</u></a>   | <a href="#"><u>Supply Systems Technician</u></a>   | <a href="#"><u>92A</u></a>  |
| <a href="#"><u>921A</u></a>   | <a href="#"><u>Airdrop Systems Technician</u></a>  | <a href="#"><u>92R</u></a>  |
| <a href="#"><u>922A</u></a>   | <a href="#"><u>Food Service Technician</u></a>   | <a href="#"><u>92G, 68M</u></a>   |
| <a href="#"><u>923A</u></a>   | <a href="#"><u>Petroleum Systems Technician</u></a>  | <a href="#"><u>92F, 92L, and 92W</u></a>  |
| <a href="#"><u>948B</u></a>   | <a href="#"><u>Electronic Systems Maintenance Technician</u></a>   | <a href="#"><u>94D, E, F, H, K, L, R, V, W, Y &amp; Z; 39B; 25P or 25S may qualify</u></a>            |
| <a href="#"><u>948D</u></a>   | <a href="#"><u>Electronic Missile Systems Maintenance Technician</u></a>   | <a href="#"><u>94A, M, P, S, T, &amp; Z</u></a>   |

## **APPENDIX B - Referenced Publications**

### REFERENCED PUBLICATIONS

AR 40-501

Standards of Medical Fitness

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army

AR 600-9

Army Weight Control Program

NGR 600-101

Warrant Officers-Federal Recognition and Related Personnel Actions

DA Pam 611-21

Military Occupational and Classification Structure

### REFERENCED FORMS

DA Form 2-1

Personnel Qualification Record, Part II

DA Form 330

Language Proficiency Questionnaire

SF 86

Personnel Security Questionnaire

DD Form 2807-1

Report of Medical History

DD Form 2808

Report of Medical Examination

NGB Form 62E

Application for Federal Recognition



## APPENDIX C – Checklists

### ARNG WO PRE-DETERMINATION PACKET

Name: \_\_\_\_\_ MOS applying for: \_\_\_\_\_

1. ☐ COMMANDER'S (UNIT/BN/BDE) RECOMMENDATION – MUST INCLUDE THE FOLLOWING CERTIFICATION:

“I CERTIFY THAT (NAME & RANK) SUCCESSFULLY PASSED THE ARMY PHYSICAL FITNESS TEST CONSISTING OF PUSH-UPS, SIT-UPS AND THE TWO MILE RUN WITH A SCORE OF (SCORE) ON (DATE); THE VERIFIED HEIGHT IS (FEET & INCHES) AND THE VERIFIED WEIGHT IS (LBS).”

2. ☐ CERTIFIED COPY OF DA FORM 2-1 (MUST BE CERTIFIED)
3. ☐ RESUME (IAW NGR 600-101 – MUST BE DATED AND SIGNED)
4. ☐ TRANSCRIPTS DOCUMENTING COMPLETION OF REQUIRED COLLEGE LEVEL COURSES AND COURSES SUPPORTING TRAINING RELATED TO THE APPLIED FOR MOS
5. ☐ OERs/NCOERs COVERING PERIOD OF FEEDER MOS AND LEADER EXPERIENCE REQUIRED BY THE MANDATORY PREREQUISITES
6. ☐ DOCUMENTS LISTED ON THE WARRANT OFFICER HOMEPAGE OF THE USAREC WEBSITE REQUIRED BY THE PROPONENT
7. ☐ CIVILIAN EMPLOYMENT DOCUMENTS WHICH SUPPORT TRAINING OR EXPERIENCE DIRECTLY RELATED TO THE MOS (PERFORMANCE EVALUATIONS, POSITION DESCRIPTIONS, LICENSES, OTHERS) (IF APPLICABLE)
8. ☐ AWARDS AND DECORATIONS (IF MOS RELATED)
9. ☐ DA FORM 705 (MUST BE WITHIN 12 MONTHS M-DAY, 6 MONTHS AGR)
10. ☐ RECOMMENDATION FROM CW3-CW5 WHO HOLDS THE MOS
11. ☐ SECURITY CLEARANCE VERIFICATION STATEMENT

NOTE: REQUESTS FOR WAIVERS OTHER THAN FOR MANDATORY PREREQUISITES, I. E., AGE, CIVIL CONVICTIONS, OR TWO-TIME NON-SELECTED FOR PROMOTION, WILL BE SUBMITTED AS SEPARATE ACTIONS AND NOT AS A PART OF THE PREDETERMINATION ACTION.

## **APPENDIX C – Checklists (cont)**

### **CONVICTION/MORAL WAIVER CHECKLIST**

**Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

1. \_\_\_\_\_ Signed statement of circumstances from applicant
2. \_\_\_\_\_ Recommendation from chain of command with MILPO's endorsement
3. \_\_\_\_\_ NGB Form 62-E w/1<sup>st</sup> endorsement signed
4. \_\_\_\_\_ Official court documents w/disposition citing the offense and judgment rendered for each conviction

## APPENDIX D - Example Resume

NAME: WHO, You Are  
RANK: Sergeant  
SSN: 000-00-0000

ADDRESS: Street Address  
City, State ZIP  
Telephone Number  
AKO email:

UNIT: HQ 2<sup>nd</sup> Bde, 34<sup>th</sup> ID, IAARNG  
Boone, IA 50036  
DSN: 738-7411  
email:

OBJECTIVE: To obtain an appointment as an ARNG Warrant Officer in the duty MOS 420A, Military Personnel Technician

### PERSONAL DATA:

Date of Birth: 8 Mar 64  
Height: 5'10"  
Weight: 170 pounds  
Health: Excellent

Marital Status: Married  
Dependents: Two  
MOS: P42A2O S42F20

CIVILIAN EDUCATION: *(This should agree with Block 2g(1) of the NGB Form 62)*

Bachelor of Science, Iowa State University, Ames, IA; Associate of Arts, Central Texas College, Killeen, TX; Diploma, Orchard View High School, Muskegon, MI (**Bold high GPA, Dean's List, special recognition, etc**)

### MILITARY EDUCATION:

List in order from most recent to earliest training attended/completed.

12 Jan 97 - 11 Apr 97  
BNCOC  
US Army Soldier Support Center  
Ft Jackson, SC

**Bold** individual accomplishments such as **distinguished** or **honor graduate**. Stress MOS related subjects. How is school relevant? Indicating mid-level management school or just listing the scope of training is not very descriptive.

6 Aug 95 - 1 Sep 95  
PLDC  
NCO Academy  
Camp Jackson, Korea

Resume is very important, it shows your ability to communicate in written form. Write at the 12th grade level and use a thesaurus to help with vocabulary. Do both spell and grammar checks because errors will doom an application.

## APPENDIX D – Example Resume (Cont.)

1 Feb 93 – 12 Mar 93  
Personnel Management Specialist  
US Army Soldier Support Center  
MOS 75H  
Jackson, SC

There will be individuals throughout the process that may be unfamiliar with your MOS, so use easily understood terms. Make it reader-friendly. If using fort specific terms, spell them out and **show the acronym in bold in parenthesis**. It is acceptable to use the acronym alone the second time. **Don't overuse bolding effect**, it could be a distraction. Can list correspondence courses but not individual subcourses.

### MILITARY EXPERIENCE PERTINENT TO MOS 420A: (List all assignments)

Jul 97 – Present  
Enlisted Assignments NCO  
HHC, III Corps  
Fort Hood, TX

Concise job description focusing on the unique characteristics of your specific position. List **outstanding achievements** and **additional duties** while in position. Spell out terms that apply to your assignment and then **bold the acronym** for any key terms/buzzwords in your MOS, i.e. Prescribed Load List (**PLL**).

Jul 94 – Jun 97  
Records NCO  
Ft Jackson, SC

**Bold any significant achievements, impact awards, receipt of unit coins, certificates of achievement, or appearance before soldier/NCO of the month/qtr boards.**

Jun 93 – Jun 94  
Levy Clerk  
A Det 516th PSB  
APO AP 96205, Korea

Focus on **measurements of success**. **NOT** just a job description, but how well you did the job. Use NCOER bullets as reference. Mention if you **exceeded standards on a significant inspection/evaluation**. **Bold mobilizations or periods of state active duty**. Make a separate assignment entry if mobilized for several months.

### CIVILIAN EXPERIENCE PERTINENT TO MOS 420A: (If none, then omit this part)

Jan 90 – Dec 90  
Secretary  
Kelly Temporary Services  
Grand Rapids, MI

Use same guidance as above. Explain any relevant experience or training you obtained that pertains to the requested WO MOS. Leave blank if no relevant civilian experience.

## APPENDIX D – Example Resume (Cont.)

### SUMMARY:

Write a paragraph or two explaining why you are fully qualified to perform the duties of a warrant officer in your skill. This is a very important part of the resume. Make this a call to action, but do so without turning off the reader. Include in **bold** type all of your **significant accomplishments/achievements (below-the-zone promotions, impact awards, noteworthy distinctions, deployments, challenging assignments, unique skills in MOS, standards exceeded on a significant inspection/evaluation, etc)** mentioned earlier and explain how you are exceptionally qualified and have the leadership, management and technical skills needed to become a WO. Answer this question: What **have you done or accomplished that sets you apart from your peers?**

### SIGNATURE & DATE (Required)

Other notes:

- Use plain white paper, black ink and a 12 point standard font such as Arial or Times New Roman.
- Don't go through a big expense. Prepare the resume yourself, but do a quality job.
- If you are non-Army, the resume takes on increased importance in conveying your qualifications to become an Army Warrant Officer.

## APPENDIX E – Waiver Requests

### **(Letterhead)**

(Office Symbol)

(Date)

MEMORANDUM FOR The Command Chief Warrant Officer, North Carolina Army National Guard, 4105 Reedy Creek Road, Raleigh, NC 27607

SUBJECT: Request for Moral Waiver (**Select the appropriate one**)  
Request for Civil Conviction

1. Request a waiver of the following offense: (State specifically what you were charged with. Do not just list Article 92, Article 32, etc. Must request a moral waiver for any infractions listed on your enlistment contract or for any Article 15s, to include summarized. Moral waiver is not required for traffic fines of \$300 or less. Do NOT include court costs.)
2. Date of offense: (Month and year)
3. Place of offense: (City and State)
4. Punishment imposed: (Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.)
5. Mitigating circumstances surrounding the charge: Three points to address: (1) accepting responsibility for your actions; (2) the lessons learned; and (3) how you now contribute to your unit, community, and military service.

(Signature)  
(Full Name)  
(Rank)  
(SSN)

Note: A separate moral waiver request must be submitted for each offense.

## APPENDIX E – Waiver Requests (cont)

### (Letterhead)

(Office Symbol)

(Date)

MEMORANDUM FOR The Command Chief Warrant Officer, North Carolina Army National Guard, 4105  
Reedy Creek Road, Raleigh, NC 27607

SUBJECT: Request for Prerequisite Waiver (**Select the appropriate one**)  
Request for Age Waiver

1. (State the type of waiver you are requesting) Example: Request a prerequisite waiver for (state the prerequisite you wish to waive.)
2. Anyone can request a prerequisite or age waiver, but not everyone will get one. Give a detailed explanation why you feel this waiver should be approved. Please note that waivers are approved only in unusual circumstances. Prerequisite waiver requests that do not give adequate justification, i.e. unusual skills, unique talents, special circumstances, etc., will probably be disapproved. Asking for these waivers just because they are a part of the application will not result in approval.

(Signature)  
(Full Name)  
(Rank)  
(SSN)

Note: A separate waiver request must be submitted for each prerequisite.

**APPENDIX F – Sample Recommendation Memorandums**  
**Commander's Recommendation**

**(Letterhead)**

(Office Symbol)

(Date)

MEMORANDUM Thru

(Battalion Commander)  
(Brigade Commander)

FOR The Command Chief Warrant Officer, North Carolina Army National Guard, 4105 Reedy Creek Road, Raleigh, NC 27607

SUBJECT: Warrant Officer Recommendation (Smith, John P., 123-45-6789)

1. Use this paragraph to introduce and describe the service member's level of technical competency and leadership. Expand highlighting how this member meets or exceed the Army values. (For example, SSG Smith readily passes on his knowledge to subordinates within the section and effectively manages all program issues within the unit. His tenacity and vast knowledge of program skills earned him the respect of his peers. He continuously puts the welfare of others ahead of his own.)
2. Focus this paragraph on specific achievements in both military and civilian careers. (For example, SSG Smith's knowledge and managerial abilities lead his section to receive the top rating in supply in 2003.)
3. "I certify that (Rank and Name) successfully passed the Army Physical Fitness Test consisting of pushups, sit-ups, and the two mile run with a score of (score) on (date); the verified height is (feet and inches) and the verified weight is (pounds)."

CDR NAME  
GRD, BR, NCARNG  
Commanding



**APPENDIX F – Sample Recommendation Memorandums (cont)**  
**Senior Warrant Officer Recommendation**

**(Letterhead)**

(Office Symbol)

(Date)

MEMORANDUM FOR The Command Chief Warrant Officer, North Carolina Army National Guard, 4105 Reedy Creek Road, Raleigh, NC 27607

SUBJECT: Letter of Recommendation for Selection as a Warrant Officer (Smith, John P., 123-45-6789)

1. Letters should be should be 3 to 5 paragraphs with specific, quantifiable comments about the service members character and tactical and technical competence.
2. Can use information from the service members entire record, including comments about schools completed, assignments, deployments, impact awards, achievements and accomplishments.
3. Generic flowery comments are not effective in communicating the service members attributes to the proponent. If you can change the name of the person being recommended to someone else and the comments are not false, then the letter is probably too generic to communicate effectively to the proponent.
4. Point of contact for this action is undersigned, at commercial (xxx)xxx-xxxx or DSN xxx-xxxx.

WO NAME  
GRD, BR, NCARNG  
Title

